



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Administration, Department of. Minority Business Development.

Agency: Minority Business Development		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	99-43	<b>ENTERPRISE FILES</b> Pursuant to IC 4-13-16.5-2, this program identifies and certifies minority, women, and disadvantaged business enterprises for state procurement and public works projects. It also establishes a central certification file and ensures that the goals of the authorities for which they certify are met according to the appropriate state statute. The business enterprises are certified once every year; documentation may include tax returns, articles of incorporation, resumes and applications, correspondence, accounting statements, a copy of the driver's license and social security card, minutes of board meetings, and possibly pictures of the work site. Files are arranged alphabetically by the business name.  Enterprises become inactive when the business graduates, does not renew, or is denied recertification. Disclosure of these records may be affected by IC 6-8.1-7-1 and IC 16-37-1-10.	TRANSFER to the RECORDS CENTER immediately. DESTROY after five (5) years in the RECORDS CENTER. TOTAL RETENTION: Five (5) years.
2	99-44	<b>COMPLIANCE RECORDS</b> Pursuant to IC 4-13-16.5-2, this office assists agencies in maintaining the state's goal of five percent (5.0%) minority business enterprise (MBE) participation. As such, minority participation plans generated by the Department of Administration Procurement and Public Works Divisions contracts/awards are maintained in this office. Documentation may include: correspondence, vendor information such as articles of incorporation, minority certificate status, financial data, copy of a driver's license, and contract award amounts.	TRANSFER to the RECORDS CENTER after three (3) years. DESTROY after an additional seven (7) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years.